INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 30 SEPTEMBER 1986

1. <u>Progress Report on Tasks Assigned by the DCI/DDCI</u>:

   No tasks assigned during this reporting period.

2. <u>Items or Events of Major Interest that have Occurred During the Preceding Week</u>:

   A. <u>DAS</u>

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   (1) ⬚ OL Wang Systems coordinator, is working with ⬚ OSB/SD, in the development of a Wang-based accountable property system. It will be used by field logisticians having access to CRAFT systems and should greatly simplify the management of property records.

   (2) The fiscal year-end-closing is progressing smoothly. To date there has been no major problems and the minor issues that were encountered were handled by the Year-End-Closing Emergency Review Board (ERB) in a timely and effective fashion. The ERB meets on a weekly basis to determine status of year-end-closing, and to resolve any issues that may have accrued during the previous week. The ERB members are representatives from all of the components involved in year-end-closing, Office of Finance, Office of Logistics, and Office of Information Technology. At the last ERB, the Office of Finance reported that there is $78.0 M in commitments outstanding and that the Comptroller is expecting a large amount of additional monies from other agencies by 30 September 1986.

   B. <u>CLAS</u>

   (1) <u>Demonstration</u>: The CLAS Functional Teams provided the DC/IMSS a demonstration of a direct purchase via the MSA software packages. The demonstration featured creation of the requisition and purchase order, receiving and vendor payment for a purchase of ten VCR's, and a partial delivery of eight. The demonstration was very beneficial and informative.

   (2) <u>MSA Visit</u>: John Holmes, MSA account representative, will visit today, 29 September, to address several problem areas including tracking cost plus contracts, real-time reports generation, Electronic Funds Transfer (EFT), and the integration of the Manufacturing Package with the Purchasing Package.

   (3) <u>Accounts Payable Testing</u>: MSA has made their Alexandria office available to the finance team for testing the newest release of accounts payable (version 5.0) the last two weeks of October.

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C. Records Management

In compliance with Executive Order 12356, all OL divisions and staffs were requested to keep a count of the number of classified documents originated in their office during the period 15-19 September 1986. [   ] The statistics were submitted to OIS and will be used to compile a report to the Director of the Information Security Oversight Office.

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D. Regulations

(1) IMSS actions on regulations included the following:

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3. Projected Significant Happenings for Forthcoming Week

(1) The OL Planning Conference will be held next week on 7 and 8 October at the Sheraton in Fredericksburg, Va. Administrative instructions have been sent to all invited attendees. Input of Objectives and Initiatives from divisions and staffs is expected in IMSS on 1 October. IMSS will consolidate such in summary packages for dissemination and review by O/DL and all attendees before the conference.

(2)

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(2) DC/IMSS will be meeting with Bruce McLeod, Cullinet government account representative, to discuss Cullinet's IDMS/R data base package along with other packages for logistical and financial systems. The purpose of this discussion is to reinforce OL's commitment to MSA or, if warranted, reassess Cullinet's viability with respect to logistics packages.

4.   IMSS -- O/DL Alert-Line

STAT   Our [   ] who is Chairman of the Year End Close-Out Committee, reports that this year's close-out effort has been the smoothest to date and present expectations are high that our goals may be achieved by the end of the fiscal year. The OL, OIT, and OF members of this committee have worked and planned together for many months to achieve our fine present posture. Their joint contribution has been significant.

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(3)